

After testing, please go online to complete the test security agreement for your school.

- <http://iservices.measuredprogress.org/>
- Select Montana, then Test Security Agreement, then scroll to school in the Principal/Authorized Representative column



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

Test Security Agreement for School Principals/ Authorized Representatives

Test Security Agreement for School Principals/Authorized Representatives MontCAS 2012 CRT and CRT-ALT

The principal/ authorized representative for a school participating in the CRT or CRT-ALT assessment(s) is responsible for insuring that school personnel handling testing materials and/or administering the assessment(s) have received appropriate training regarding testing security and test administration.

The Montana Comprehensive Assessment System (MontCAS) requires that the test questions remain secure. To maintain the security of the tests, only authorized persons are permitted to use the test questions and reading passages. With the exception of questions and reading passages released by the Montana Office of Public Instruction with official reports and on the OPI Web site, all test questions, as well as reading passages and performance tasks, are to be regarded as secure instruments and are for the sole purpose of the Montana CRT and CRT-Alternate testing. Any other use of these materials requires the prior written consent of the Montana Office of Public Instruction.

As the School Principal/Authorized Representative, you are required to certify online that you have received training/information in test security including appropriate use of accommodations in order to facilitate monitoring of them and that before handling test materials or administering the CRT and/or CRT-Alternate, all educators in your school involved with these assessments were provided training and information to assist them in their professional responsibility as educators to maintain the security of the test and test materials. The training of educators included:

1. Distributing *Test Security Information for Teachers* to each educator involved in these assessments.
2. Training on test security, handling of test materials, test administration, accommodations, and calculator use.
 - Keeping testing materials secure;
 - Not reproducing, discussing, or in any way releasing, sharing, or distributing test questions, reading passages, or performance tasks;
 - Following procedures for materials handling and test administration outlined in the *Test Coordinators Manual*, *Test Administrator Manuals*, *OPI Accommodations Manual*, and *OPI Test Security Guidelines*;
 - What constitutes a security breach (specified in the OPI Test Security Guidelines and Test Security PowerPoint).
3. Information that a security breach could result in disciplinary action up to and including revocation of a professional license for the person responsible for the breach and that a security breach could invalidate student scores and impact AYP determination(s).

Key information to be given to test administrators regarding test security and administration is on the reverse side of this document.

Key Information for Training

It is appropriate that professional educators receive training on test security and administration in order to fulfill their professional obligations. It is the responsibility of a professional educator to maintain the security of the test and the test materials.

The following list includes key information about test security and test administration:

- Test materials must be kept secure when not being used for testing.
- Test materials must not be reproduced (unless directed to do so for specific circumstances or assessments) or in any way released without the written consent of the Montana Office of Public Instruction.
- Test items, questions, reading passages, or performance tasks may not be shared or discussed.
- All test booklets and answer booklets must be returned to Measured Progress on time. Late or missing booklets constitute a serious security breach and could result in the invalidation of student results for schools and/or systems.
- In the testing classroom:
 - What constitutes coaching?
 - What materials can and cannot be displayed in the testing classrooms?
 - How to administer the tests with accommodations?
- Follow procedures for materials handling and test administration outlined in the *Test Coordinators Manual* and the *Test Administrator Manual*. Copies of the appropriate manual are provided by the system or school test coordinator.
- Procedures in the *OPI Test Security Guidelines* and *OPI Accommodations Manual* must be followed.

Accommodations reminders include

 - There is no standard accommodation (including oral presentation) that provides an opportunity for a student to request or receive help on a specific word, phrase, line, pronunciation, definition, item, question, answer choice or any part of the assessment.
 - Standard accommodations do not override standard administration of the CRT or the need for independent work by the students.
 - Allowable standard accommodations for the CRT that are described in a student's IEP/504 Plan should match those used during the administration of the CRT.
 - Non-standard accommodations for the CRT that are described in a student's IEP/504 Plan should be used during the administration of the CRT.
 - Accommodations keys:
 - Accommodations coded with * are suggested as appropriate for Limited English Proficient (LEP) students.
 - Accommodations coded with ** are most appropriate for use with students who have an IEP or 504 plan. The accommodations must be listed in the student's IEP or 504 plan. In unusual circumstances, a student without an IEP or 504 plan may require an accommodation keyed with **. Please contact the state assessment director to determine if the unusual circumstance in your school merits an accommodations coded with ** for a student who does not have an IEP or 504 plan.
- What constitutes a security breach (specified in the OPI Test Security Guidelines and Test Security PowerPoint).
- All manuals and training PowerPoints for 2012 are on the OPI Website at the following link:
http://www.opi.mt.gov/Curriculum/MontCAS/index.html#gpm1_7

Reporting a Testing Irregularity or Security Breach

- A suspected testing irregularity should be reported within 3 days in person or by phone.
- The Testing Irregularity Form (TIR) is found in the "2012 Guidelines and Procedures for Test Security".
- Copies of the completed TIR should be submitted to the school principal and the system test coordinator, as well as the State Assessment Director at OPI, within 5 days of the incident.
- If additional time is necessary, the reporting individual should call the State Assessment Director to request an extension of time to send in the TIR.
- If there is concern about ramifications from local reporting of an irregularity or breach, the form may be submitted directly to the State Assessment Director.

If you have questions, please contact Judy Snow, State Assessment Director, 406-444-3656 or jsnow@mt.gov

*Spring 2012 CRT and CRT-Alternate Test Administration
Principal/Authorized Representative Test Security Agreement*